

# Placer County Animal Services

## Volunteer Handbook



Placer County Animal Services  
11232 B Avenue  
Auburn, CA 95603  
530-886-5500

[www.placer.ca.gov/animal](http://www.placer.ca.gov/animal)

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## WELCOME

Thank you for volunteering with Placer County Animal Services. This handbook was written to provide you with information and guidance you may need to help you be successful as an animal services volunteer. Volunteers are very important to the daily operations of Placer County Animal Services (PCAS) and we need your help in providing care for our animals. With your assistance as a member of our dedicated volunteer team, we will be able to provide the best animal shelter operation possible and rapidly find them the loving permanent homes they deserve.

## INTRODUCTION

If you are 18 years and older and can spare at least a four hours per month we would love to have you join our team. If you have children over **12 years old** they are also welcome to participate as long as you can be with them to supervise as their parent or guardian at all times.

As a volunteer, you will be asked to attend an orientation class, complete a volunteer application and optionally attend animal handling training and socialization technique training and other training from time to time to help us improve the adoptability of the animals. This handbook, along with the orientation class and training classes will help you enjoy your experience as you become a successful and valued member of our team.

We have many ways you can help our animals as a volunteer for PCAS, including:

- 🐾 socializing and training animals,
- 🐾 exercising animals,
- 🐾 grooming animals,
- 🐾 assisting the kennel attendants,
- 🐾 working in the office and maintaining our web pages, or
- 🐾 helping with the organization in off-site adoption events

During your orientation class we will be available to answer your questions about becoming a volunteer and provide clarification about the information in this handbook. We will provide training for proper animal handling and shelter operations and explain further the available training classes. Please read the handbook before attending the orientation class to help you get started. Thank you again for volunteering your valuable time and making a difference in the lives of our Placer County animals.

## MISSION, VALUES AND GOALS

Placer County Animal Services' mission is to promote and protect the health, safety and welfare of the animals and people in our community. Through collaborative and sustainable partnerships, we strive to improve the lives of the animals in our care through community outreach and education, providing veterinary treatment and preventative care, reuniting lost pets with their families and ensuring positive outcomes through adoption, rescue or foster programs.

We value each volunteer employee who helps contribute to the humane treatment of animals and the professional delivery of excellent customer service. We promote an atmosphere of open and honest communication that is predicated on trust and respect for one another.

The Goal of Placer County Animal Services is to ensure that;

- 🐾 Every adoptable animal in Placer County has a home;
- 🐾 Every lost or stray animal in Placer County is re-united with its owner;

- 🐾 Every animal is well cared for and free of disease;
- 🐾 Every animal is treated humanely and with kindness.

### **GOALS OF THE VOLUNTEER PROGRAM**

- 🐾 To provide a formal framework of policies, procedures, and standards for the training for our volunteers;
- 🐾 To provide orientation and training to volunteers to ensure that each person has adequate knowledge and standardized skills to make positive experiences for our animals and volunteers alike;
- 🐾 To provide volunteers a means to support the County shelter and its animals in a way they feel most comfortable, through direct services (exercising and socializing with dogs and cats) or indirect services (animal adoptions, fundraising, clerical or kennel work assignments).

### **OBJECTIVES AND EXPECTATIONS OF VOLUNTEERS**

- 🐾 To support PCAS programs and services;
- 🐾 To help with the care and socialization of animals and assist with placing them in appropriate homes;
- 🐾 To develop a base of knowledge and assist with the humane and ethical treatment of animals;
- 🐾 To abide by the policies and procedures of PCAS and to present a positive image of PCAS to the public.

### **WHAT VOLUNTEERS CAN EXPECT FROM PCAS**

- 🐾 To be treated fairly with consideration and respect and to be given appreciation and encouragement of your work;
- 🐾 To have the opportunity to share ideas, thoughts, and suggestions openly and honestly with management;
- 🐾 To participate in orientations and on-the-job training to gain knowledge of
- 🐾 PCAS programs, services, and the care and welfare of animals.

### **PLACER COUNTY ANIMAL SERVICES CONTACT INFORMATION**

General Animal Services Questions: 530-886-5500, [ANSInfo@placer.ca.gov](mailto:ANSInfo@placer.ca.gov)

#### **SHELTER CONTACT INFORMATION**

Animal Services Manager: 530-886-5513  
 Assistant Division Director: 530-886-5521  
 Animal Care Supervisor: 530-886-5544  
 Animal Services Kennel Attendants: 530-886-5539  
 Administrative Clerical: 530-886-5540 or 5541  
 Animal Services Volunteer Consultant: 530-886-5531

#### **ANIMAL CONTROL CONTACT INFORMATION**

Animal Control Dispatch: 530-886-5525  
 After-Hours Emergency: 530-823-4411

## **PLACER COUNTY ANIMAL SERVICES PROGRAMS AND SHELTER SERVICES**

We believe you will have a more rewarding and valuable experience as a volunteer if you understand and value all the comprehensive services and programs PCAS provides the community and our animals. The below descriptions are a brief summary of each program we offer to the community.

**Animal Adoption Services:** Placer County Animal Services adopts hundreds of animals each year to loving homes. With the help of our dedicated volunteers we are able to place animals as quickly as possible into their forever homes, one of our top priorities, thereby reducing the amount of time they are at the shelter.

**Adoption Fees:** Please see <https://www.placer.ca.gov/departments/animal-services/licensing-and-fees> for current fee schedule. These adoption fees help cover only a small portion of the actual vet care PCAS provides to the animals. Vet care includes spay/neuter, microchip, heartworm test (dog), rabies vaccine if age appropriate, vaccines according to species, FELV/FIV testing (cat), and other medically required treatment.

**Shelter Hours:**      *Front Office Hours:* Monday-Saturday 9:00am-5:00pm  
                             *Kennel Hours:* Monday-Saturday 10:00am-5:00pm

Both the front office and kennels are closed to the public Sundays, and County Holidays. The kennel is open to volunteers during shelter business hours, and Sundays and major holidays *when regular staff is present*.

**Sheltering Partners:** In addition to the unincorporated areas of Placer County, we also provide animal sheltering for these jurisdictions: The Cities of Rocklin, Lincoln, Colfax, Auburn and the Town of Loomis. We will give you the information needed to understand the separate jurisdictions within Placer County so that you can correctly advise people where and how to look for lost/found pets and adoptable pets.

**Lost and Found Services:** PCAS reunites hundreds of stray animals each year with their owners. We utilize county animal licenses and microchips to find owners of lost animals throughout Placer County. All lost or stray animals brought to PCAS must undergo a holding period to ensure adequate time is allowed for an owner to find their animal. The animal is not ours until after this period. For this reason, a stray animal will only be handled by PCAS regular staff. All animal pictures of lost/stray/found animals within the area can be found at: [petharbor.com](http://petharbor.com)

**Animal Behavior Assessments:** An Animal behavior assessment (temperament test) is performed on each animal after the required stray holding period. PCAS staff are trained and standardized to the United States Humane Society standards for behavior assessments.

**Spay and Neuter Services:** After the stray holding period and the animal has had time to adjust to the shelter environment, a behavior assessment and a medical exam will be conducted. The animal will also receive appropriate vaccinations prior to being placed on the adoption floor. Soon after, the animal is scheduled for spay or neuter surgery with our staff veterinarian. All animals adopted from PCAS must be spayed or neutered as required by State law.

**License and Microchip Program:** Microchipping animals is a safe, easy, and inexpensive way to reunite an owner with a lost pet. We utilize animal license information and microchips to find owners

of lost pets throughout Placer County. All adopted animals are micro-chipped and county licensed as part of the adoption process. Auburn, Roseville and Rocklin have their own licensing programs.

**Animal Owner Surrender Services:** When an owner relinquishes custody of the animal to PCAS. We receive owner surrendered animals from all over Placer County, excluding the City of Roseville. Owners wanting to surrender their animal must do so by appointment and only after receiving retention services counseling from PCAS staff. PCAS provides owners who are considering an animal surrender several options to keep the animal in their home. These options include behavioral training and veterinary care suggestions, breed specific rescue options, and feral cat programs.

**Animal Rescue Groups:** We have many dedicated animal rescue groups to assist us with our mission. We may transfer an animal to a willing rescue group for medical reasons, behavior issues, limited space or for kennel stress as determined by PCAS staff and management.

**Foster Care Program:** PCAS allows certain animals to be cared for in private homes. Occasionally these animals are not ready for adoption to a permanent home. They may require medical attention, behavior modification, and/or are not of age to spay or neuter. The animal will have a better opportunity to become more adoptable through the care of a foster parent. Please let us know if you are interested in being a foster care provider. You will have to be an experienced volunteer to participate.

**Western County Animal Control and Rabies Control Programs:** The County animal control officers investigate animal cruelty, nuisance and stray dog complaints, animal bites and perform wildlife rescue. Animal control calls received to the west of Emigrant Gap are assigned to animal control officers in the Auburn office. PCAS responds to all bite (human vs. animal or animal vs. animal) complaints. We investigate bite cases where a human has been bitten or the skin broken by a domestic or wild animal for possible exposure to the fatal rabies virus.

**Eastern County Animal Control and Shelter:** Eastern Placer County animals are sheltered at the Town of Truckee regional shelter facility. The adoption functions at the shelter are performed by the Tahoe-Truckee Humane Society. The animal control officers who work out of this facility patrol the area east of Emigrant Gap to the Nevada state line.

## **VOLUNTEER GUIDELINES**

- 🐾 Show a genuine interest in the vision & mission of the PCAS.
- 🐾 Be present and on time for volunteer commitments. The animals, staff and other volunteers rely on you to honor your commitments when you have scheduled time.
- 🐾 Respect the confidentiality of adopter's private information.
- 🐾 Accept supervision and training and show a willingness to ask questions to expand your level of knowledge.
- 🐾 Take pride in your work; maintain a neat and clean appearance. Your appearance and conduct reflect directly on our organization.
- 🐾 Wear your volunteer name tag and turn-in your volunteer name tag at the end of each visit.
- 🐾 Please be courteous and empathetic to all visitors who enter the shelter. Working with animals and people can occasionally cause strong emotional reactions. They may be dealing or undergoing a very traumatic, emotional situation.
- 🐾 Regardless of what happens during your visit it is important you do not express negative feelings and emotions to the public. What you do and say affects the public's view of Placer County Animal Services.

- 🐾 When a shelter animal shows any sign of illness, immediately report the symptoms to a kennel attendant or the Animal Care Supervisor.
- 🐾 Help keep the shelter clean, especially where the public has access, whether in the grooming area, front office, break room, volunteer storage, or kennel areas.
- 🐾 Always carry poop bags when dog walking or training and dispose of dog waste in shelter trash containers.
- 🐾 It may not be in the best interest of the animal to “push” an adoption on a person who is not ready or capable of giving the animal a loving home. We want all animals to have the best possible forever homes.
- 🐾 Please do not discuss or challenge a policy when the public is present. If any conflicts arise, please bring it to the attention of the Animal Care Supervisor immediately.
- 🐾 PCAS is providing training to you to provide socialization skills to our animals in a specific way. Please follow the training methods.
- 🐾 Advise of any change observed in an animal’s behavior to a kennel attendant or animal care supervisor.
- 🐾 Please remain out of restricted areas unless accompanied by a PCAS regular employee.
- 🐾 Stray animals (those held within the initial holding period) may NOT be shown to the public, or walked or socialized unless it is approved by the Animal Care Supervisor. If the animal is not redeemed by their owner by the end of the stray holding period, the animal must first undergo a behavior assessment and health evaluation before being moved to the adoption floor.
- 🐾 Please do not advocate adoption for any *unavailable* animals (those not housed in the adoptable area). Only authorized volunteers, specifically asked by PCAS management, may work with animals that are not yet available for adoption. Animals under protective custody or quarantine will be handled only by regular PCAS employees.
- 🐾 Occasionally, difficult shelter situations arise with a member of the public and it is up to regular PCAS staff to handle the situation. Please do not involve yourself in any situation with an angry public visitor.
- 🐾 The decision to euthanize an animal is a very difficult one and it is never taken lightly. We have a strict protocol and decision making processes. Senior and lead shelter staff are consulted in making that decision before any animal is considered for euthanasia.
- 🐾 Please do not involve yourself with an owner request for euthanasia and do not openly question or criticize euthanasia decisions in front of the public.
- 🐾 Obtain prior permission from a PCAS supervisor or the program manager before removing an animal from the shelter to an offsite location.
- 🐾 Friends, siblings, or other non-volunteers are allowed only in the public areas at the shelter unless they have completed the application and orientation approval process.
- 🐾 Family pets or companion animals are not currently allowed in the shelter.
- 🐾 Please do not feed the animals unless you have been specifically assigned to do so. Many animals may be on a special diet. Only use treats or food given to you by PCAS.
- 🐾 Your safety is our highest priority. Please do not attempt to break up a dog or cat fight. Report the incident to kennel personnel immediately.



## **VOLUNTEER ORIENTATION CLASS AND MONTHLY VOLUNTEER MEETING**

To help with the care and socialization of the animals and assist with placing them in new appropriate homes, additional dog and cat socialization classes and dog handling training is required. Your first animal training class will start after your orientation meeting.

**New Volunteer Orientation Class and Monthly Volunteer Meeting:** The new volunteer orientation class and the monthly volunteer meeting are combined and will occur on the second Wednesday of each month from 5:15 to 7:30pm. The first part of the meeting will include new happenings and changes within the volunteer program for existing and new volunteers. The second part of the meeting will be for first-time volunteers and will include shelter and personal safety, shelter tour and cat orientation. The orientation handbook will be emailed to you after your volunteer application has been approved. *The handbook should be read before attending the orientation class.* The orientation class will answer questions you may have after reading the handbook and will generally discuss the volunteer program, ethics and rules of conduct, procedures, and safety. The class will familiarize *new* volunteers with the shelter, volunteer procedures, shelter safety plans, volunteer and staff areas, etc. The **Cat Socialization class** will cover basic skills such as how to handle cats of all ages, what toys to use to exercise the animals, and grooming. Upon completion of the orientation and cat socialization class, you will receive a BLUE lanyard indicating you have taken the orientation class.

## **VOLUNTEER ETHICS AND RULES OF CONDUCT**

Placer County Animal Services is grateful to all its volunteers and their individual talents and commitments. PCAS will do everything we can to make your volunteer experience enjoyable and rewarding. The staff and volunteers alike are here for the same purpose: to provide a low-stress, clean and safe environment for the animals. We want every volunteer to be safe and successful. These volunteer ethics and rules of conduct will help make your experience productive, positive, and safe for everyone working at the shelter.

**Volunteer Check-in:** At the volunteer room, volunteers must sign-in, receive their badge and lanyard. Sign-in means providing your first and last name and a cell phone number for immediate emergency contact to be used if or when a shelter emergency occurs while you are walking an animal. We will provide you with your name tag, lanyard and daily volunteer assignment.

Placer County Animal Services is not responsible for any lost or stolen personal items while you are volunteering. Lockers are provided to secure your items while onsite in the Volunteer room. You will have to provide your own lock for the locker. Many volunteers have found that fanny packs are excellent for holding personal items and treats for the animals while volunteering.

**Time Commitment:** Volunteers are asked to commit at least four hours a month for at least six months. This allows those being trained to gain experience needed to interact with the animals, while also ensuring the animals are receiving the exercise and socialization they deserve. Placer County Animal Services depends on volunteers to help meet the needs of our animals and help them find forever homes. We could not complete our mission without you.

If you are unable to continue your volunteer service, please contact us so we may take you off the volunteer roster.

**Name Badge and Lanyard:** Upon signing-in, we will give you your assigned badge/lanyard. Please turn in your badge and lanyard at the end of your shift. PCAS will store the name badge/lanyard at the shelter. Volunteer lanyards/nametags are not to be removed from the shelter.

For identification and safety purposes, volunteers must wear a Placer County Animal Services volunteer nametag badge and lanyard at all times when volunteering.

**Dress Code:** Please remember that you are a representative of Placer County Animal Services and just as much a representative as any of our staff. Volunteers should wear clean, casual clothing, appropriate for the work assigned, without tears or holes. Inappropriate clothing would also include clothing that is revealing or clothing that contains inappropriate or suggestive language, etc.

Additional dress requirements may be needed based on the volunteer position or specific job chosen. We take your safety seriously, please wear long pants and closed toed shoes for dog walking. Understand bleach is often used as a cleaning agent and can cause clothing damage.

**Injuries:** If you are injured while volunteering at Placer County Animal Services, you must report the injury immediately to PCAS management. First Aid kits are located in all PCAS main areas and you will be shown the location of the kits during orientation.

It is important to immediately report all animal-related injuries you receive especially ones involving saliva. A county injury report, bite report, and/or appropriate animal quarantine procedures may need to be followed for your protection from disease. This applies to dogs, cats, and wildlife bites or scratches that break the skin.

**Emergency Evacuation Procedures:** In the event that an emergency situation or evacuation is required, please evacuate the building immediately. Each PCAS Center hallway has a wall-mounted evacuation map showing directions and locations of all exits. Familiarize yourself with the PCAS Evacuation Action Plan procedures. The plan covers all common emergencies, located in the Volunteer room and the laundry area by the phone.

PCAS staff is responsible for telephoning the appropriate emergency authorities, ensuring all people are evacuated from the premises, and leading any animal evacuation if needed or possible.

**Food Safety and Animals:** For obvious reasons, food and beverages are not permitted in any animal areas. Please use the Volunteer room refrigerator for all food storage. All food and beverages must never be stored with medical supplies or chemical hazards, including refrigerators where vaccines, drugs, or laboratory samples are stored.

Animals may be on a strict food diet. Only give an animal food when requested to and only feed an animal food given to you by PCAS staff. Check for food allergies when giving treats.

**Smoking/Drug Free Environment:** No smoking is allowed in any County building. Smoking is only allowed in designated areas.

Placer County Animal Services also has a zero tolerance drug policy.

**Confidentiality:** You will be asked to document your name, phone number and e-mail address on volunteer sign-in sheets, some meetings or training class attendance sheets. Your personal information will be treated as confidential information. PCAS will not, unless authorized by you, release your

telephone number, address, or e-mail address to anyone. Please advise the front office staff if you change your contact information.

**Restricted Activities:** Stray animals on their mandatory holding period are not yet the property of PCAS. Stray animals or owner-surrendered animals in the stray kennel or cat areas may not be shown to the public or advocated for adoption. Animals may not be advocated for adoption until they have completed a behavior assessment (temperament test), physical examination including vaccinations and placed in the adoption area.

Animals that are under protective custody or quarantine will only be handled by PCAS kennel staff.

**Foster Care Providers:** Depending on the animal behavior or medical issues found during the behavior and medical assessments, PCAS may utilize foster homes in appropriate situations. These animals may require medical attention, behavior modification, and/or not be of age to spay or neuter. All interested foster care providers must already be a volunteer and go through an application approval process.

Foster care participants may be given first consideration for adopting their fostered animal, assuming they meet all the adoption standards and their application is approved. Fostering is only allowed occasionally for animals with specific needs. It is not meant to “test” an animal out in your home environment.

**Volunteers Adopting or Fostering Animals:** Foster care providers are always needed and are frequently relied upon to work with an animal to help make a positive change in the behavior of an animal. PCAS requires all foster home providers to be experienced volunteers and have taken advanced dog or cat handling classes depending on the foster animal. Foster care providers must demonstrate they have the experience to handle and train a specific foster animal.

Adoption policies apply for the public, staff, and the volunteers equally. Animals may only be adopted by filling out an adoption application.

### **CONFLICT RESOLUTION PROCEDURE**

If a volunteer believes that he or she has a work related concern or complaint, the volunteer should first bring the concern to the attention of the Animal Care Supervisor either in person or in writing. The Supervisor will respond within 3 days for situations not requiring immediate attention.

If the volunteer is dissatisfied with the supervisor’s response, he or she may contact the Animal Services Manager by submitting a written complaint in order to discuss their concerns.

### **TERMINATION – REASONS FOR DISMISSAL**

Occasionally, circumstances may arise that require the release of a volunteer from his/her position. Dependent upon the circumstances of each case, the Animal Services Manager will first address the issue with the person(s) involved. PCAS management will provide clear expectations on how to resolve issues.

Reasons for dismissal may include, but are not limited to:

- 🐾 Inhumane treatment of an animal;
- 🐾 Failing to adhere to PCAS rules of conduct and program guidelines;
- 🐾 Failure to follow instructions when asked;

- 🐾 Intoxication or drug use of any kind while volunteering at PCAS;
- 🐾 Possession of any drug or alcohol while volunteering at PCAS;
- 🐾 Defacing of PCAS property;
- 🐾 Falsifying or defacing records or documentation;
- 🐾 Disclosing confidential information;
- 🐾 Theft of a PCAS animal or property;
- 🐾 Failure to maintain a professional relationship with staff and other volunteers;
- 🐾 Providing false, inaccurate or misleading information about Placer County Animal Services, its staff, or other volunteers to the public or the media;
- 🐾 Accepting or seeking gifts, gratuities, bribes, or rewards that benefits you or anyone else while working as a PCAS volunteer;
- 🐾 Negligence or willful misconduct causing personal injury, harm to an animal, or damage to Placer County property;
- 🐾 Failure to report an animal related injury.

Placer County Animal Services hopes that these rules and guidelines create an enjoyable environment for all the employees and animals. PCAS appreciates your efforts and is grateful to each and every volunteer supporting the Center and the PCAS organization.

### **FREQUENTLY ASKED QUESTIONS BY VOLUNTEERS**

1. *Can I take an animal on a car ride or to another location?*
  - a) No, all PCAS animals must stay on the Placer County DeWitt Campus at all times, unless written approval has been issued by the Animal Care Supervisor.
2. *What if I forget to sign-in or sign-out or forget to update the dog walking board?*
  - a) All volunteers are required to sign-in before starting and sign-out after completing their volunteer service for the day. If you do forget, please call the front counter clerks to update the dog walking board or complete the sign-in sheet as soon as possible.
3. *What if I forget my lanyard/badge?*
  - a) Volunteers are required to wear ID in the form of a volunteer name badge and lanyard while volunteering. PCAS will store the name badge/lanyard in the Volunteer room. Volunteer lanyards/nametags are not to be removed from the Center. By leaving your lanyard/badge in the volunteer drawer, your ID will be available anytime you are at the shelter to volunteer.
4. *What if I lose my lanyard/badge?*
  - a) If you lose your lanyard or badge, please report this immediately to a PCAS front counter clerk.
5. *What if I want to bring my child/friend/spouse/etc.that has not completed training to the Center?*
  - a) Any person who wishes to volunteer at the Center is welcome to complete an application and training. Without the application and training, members of the public are not allowed to perform volunteer tasks.
6. *How can I foster an animal?*
  - a) PCAS fosters animals on a case by case basis. Animals that are in need of a foster home often require extra care for medical issues or behavior modification. Fostering is not a chance to “test out” an animal for adoption. Please contact a PCAS staff member to find out more about foster opportunities.
7. *What if there is a stray or unavailable animal I want to adopt?*

- a) PCAS often shelters animals that are stray, unavailable, or under protective custody. Volunteers are unable to handle or interact with these animals. We ask that you respect shelter signs and staff by not handling, feeding, or interacting with animals that are unavailable for adoption. Never advocate an adoption for an unavailable animal. Occasionally, there will be an animal that requires extra training or handling that is unavailable for adoption. In this case, PCAS staff will directly request a volunteer's assistance with that animal.
- 8. *Can I bring my personal animals with me to the Center?*
  - a) Volunteers may not bring privately owned animals to the Center. Do not bring your personal animals with you or leave them in a vehicle at PCAS. We do not want shelter animals interacting with animals in cars. If you need to have your animals in your car while at the shelter, we recommend you park your car away from the shelter at the Auburn Justice Center at Richardson and B Avenue when weather allows.
- 9. *What should I do if there is an emergency, and I am away from the PCAS property with an animal?*
  - a) If there is an emergency requiring immediate response, call 911. Within the shelter, dial 9-911. If you need to contact the front office or animal control dispatch, you may call the front counter personnel at 530-886-5541 or -5540. To contact animal control dispatch for dog bites or fights, call 530-886-5525.
- 10. *What if I am injured or another volunteer is injured?*
  - a) If you require immediate response, call 911. If you do not need 911, contact a kennel attendant, or front office or Animal Control Dispatch immediately. PCAS will have you fill out the appropriate injury paperwork and follow county protocol.
- 11. *What if an animal is injured while I am volunteering?*
  - a) If an animal is injured, contact the front office or Animal Control Dispatch immediately. If the animal does not require immediate care, our veterinarian on staff will attend to the animal.
- 12. *What do I do if the animal becomes sick or has diarrhea?*
  - a) Any changes in behavior or health must be reported to a kennel attendant as soon as possible. This will allow for the proper care to be provided to the animal and prevent any injury or disease to the animal or other animals at the shelter.
- 13. *What if I lose an animal I am responsible for?*
  - a) Contact PCAS shelter staff immediately. PCAS has many resources and will attempt to find the animal.

### **EUTHANASIA**

*We do not euthanize adoptable animals for lack of kennel space or after a set amount of time.* PCAS only euthanizes (humane death) animals that are determined to be unadoptable due to severe health problems or when the animal is unfit for human companionship due to behavior issues. By law, when PCAS determines that an animal clearly presents a potential health risk to animals and/or humans because of disease or severe aggression that animal must be euthanized. The decision to euthanize an animal is decided in consultation with multiple senior shelter staff.

## MEDICAL CONSIDERATION FOR FAMILY PETS

Many of our volunteers have pets at home. This is a shelter environment with animals with unknown diseases or vaccine history. It is required your animal(s) is up to date on all vaccinations. We recommend that you consult your veterinarian for any recommended vaccinations or with questions.

## ANIMAL (ZOOONOTIC) DISEASES

What is a Zoonotic Disease? A zoonotic disease is something that can be transmitted from animals to human beings. Potential agents of zoonotic disease transmission include fungi, bacteria, viruses, parasites and arthropods.

Types of zoonotic diseases include, but are not limited to:

- 🐾 Campylobacteriosis
- 🐾 Giardiasis
- 🐾 Hookworm
- 🐾 Roundworm
- 🐾 Salmonellosis
- 🐾 Toxoplasmosis
- 🐾 Ringworm
- 🐾 Scabies
- 🐾 Bartonellosis (cat scratch fever)
- 🐾 Bordetellosis
- 🐾 Pasteurella
- 🐾 Rabies
- 🐾 Leptospirosis

What you can do to prevent zoonotic diseases:

- 1) Wash your hands thoroughly after handling each animal.
- 2) Prevent animal waste from building up in the kennel or exterior environment and disinfect all shelter surfaces animals come in contact.
- 3) Wear gloves when cleaning up feces or wash your hands with hot water and soap.
- 4) Maintain a regular program of veterinary care for your personal animals, including parasite control.
- 5) Avoid being bitten or scratched and keep your animals' nails short.
- 6) Don't feed undercooked or raw meat or let animals get into garbage, eat feces or drink from toilet bowls.

**Special Considerations for Immunocompromised Persons:** Zoonotic diseases may be more severe for immunocompromised persons. People at increased risk include people with AIDS, people on chemotherapy or being treated for immune mediated disease, people with organ or bone marrow transplants, the elderly, the very young and pregnant women. If you are, or suspect you are, immunocompromised, consult your physician before deciding to volunteer.

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PCAS wants to give a special Thank You to Placer SPCA and Truckee Tahoe Humane Society for their continued and past support of our sheltering programs, and in allowing us to use their volunteer handbook format and content as a basis for developing our own.

**NOTES:**